



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	IV	Out of Home Placement	
Chapter:	A	General Placement Considerations	3-9-2009
Subchapter:	2	Child Safety/Safety Assessments	
Issuance:	400	<b>Assessing Safety After Hours</b>	

### Safety Assessments Handled by SPRU

**3-9-2009**

The procedures and philosophy for assessing child safety when conducting CPS investigations in resource family homes also apply to after-hours intervention by the Special Response Unit, SPRU.

Conferencing safety in out-of-home placement settings after hours takes place on the telephone.

### SPRU Worker Procedures

**3-9-2009**

In addition to the procedures outlined in, "Components of a Child Safety Assessment Field Visit," [CP&P-IV-A-2-200](#), the SPRU Worker proceeds as follows when conducting a CPS investigation in a resource family home:

- Obtain a listing of current members of the resource family home from State Central Registry;
- Assess the safety of all children in the home (including each child in out-of-home placement, each birth child, and each adopted child). Return to the home if all children were not seen;
- Document the child safety assessment process by completing a "paper" copy of CP&P Form [22-6](#), New Jersey Child Safety Assessment (Resource Homes), in accordance with form instructions.

If the SPRU Worker determines that each child in the home/household is "safe," a conference is not necessary with the SPRU Supervisor to assess child safety.

If the SPRU Worker determines that a child in the home/household is "unsafe," he or she must contact the SPRU Supervisor, and request a child safety

assessment conference be held immediately. The SPRU Worker and SPRU Supervisor conference the case over the telephone using the 18 safety factors, and determine, together, whether each child in the home is safe. If one or more children are "unsafe," they:

- Develop a viable Safety Protection Plan, to assure each child is safe until CP&P and/or IAIU day staff can intervene; see [CP&P-IV-A-2-200](#), Safety Protection Plan; or, if necessary
- Develop a plan for the child's immediate removal and placement (or re-placement).

Develop different plans for different children in the home, as appropriate, based on the individual circumstances of each individual child.

The SPRU Worker takes action in accordance with the plan, to assure that each child in the home is safe:

- The SPRU Worker documents the child safety assessment process, outcome, and recommendations for follow-up in his or her SPRU investigation report.
- The SPRU Supervisor documents the details of the safety conference in the CP&P Form [9-24](#), SPRU Supervisor Log (Template).
- The IAIU Supervisor documents his or her involvement in the CPS investigation in the IAIU Form 6-2, IAIU Supervisor Log (After-Hours Response).

The SPRU Worker submits the Investigation Summary (the SPRU Worker report, printable as DCF Form [2-1](#)) to the SPRU Coordinator, Intake designee, and IAIU, if required, by 9 am the following morning through NJS electronic processing.

The SPRU Worker red flags the case for immediate day staff follow up, if:

- A CP&P placed child - or other child - has been removed from the home by SPRU;
- The Safety Protection Plan requires prompt attention by day staff;
- A service need has been identified, to support the child and/or the resource family home; or
- The SPRU Worker was unable to assess all 18 safety factors in the resource family home.

## **Day Staff Follow Up**

**3-9-2009**

The assigned LO Worker:

- Enters the DCF Form [2-1](#), Investigation Summary, into NJS;
- Enters CP&P Form [22-6](#) into NJS;
- Follows up on the Safety Protection Plan, as warranted;
- Sees any family members that were not seen by SPRU; and
- Contacts the new resource home, if a child was removed.